

**Cabinet Meeting – June 7, 2022  
ADM Board Room – 8:30 a.m.**

**Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Services (VPSS), Dr. Derek Moore
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Mr. John Baine
	X	Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Guest: Cynthia Reyna, Heath Waldrop, Christy Wilson

**I. Action**

A. Approval of Minutes – May 17, 2022 - Approved

President

VPAA

VPSS

VPFA

AVPF

AVPA

SHARED GOVERNANCE

**II. Discussion**

President

A. Student Ambassadors - (June 14, 2022 – 1:15 p.m. – ADM Board Room)

- Cabinet invited to meet the Ambassadors on June 14<sup>th</sup>
- Cabinet to engage more with Ambassadors

B. Consortium of Arkansas Independent Colleges (CAIC ) - BOT Professional Development Recap

- Dr. Wallace and Mr. Steve Cousins attended the meeting

C. Act 69

- Requirement of information that must appear on the SouthArk web

D. HLC CFI's (Composite Financial Index)

- To be reviewed at the Board Retreat
- SouthArk is required to report CFI's to HLC as policy

E. FOIA / Purge Policy

- SouthArk required to have a standard policy

F. Review of Remote Work / Leave Time

- Departments Reviewed

G. Bentley's Travel Schedule

- Vacation – June 28<sup>th</sup> – July 10<sup>th</sup>
- Chain of Command (Dr. Stephanie Tully-Dartez in the absence of Dr. Wallace)

H. VPSS Position – Search committee has been developed

I. Standard Lithium – To visit East Campus again on June 10<sup>th</sup>

## VPAA

- A. Forestry Update
  - MOU(with officer skills development) is in the process of being completed
- B. LPN Pilot Program Update
  - Meeting scheduled for today (June 7<sup>th</sup>)
  - First student from El Dorado High School
- C. Medium / Heavy Duty Truck Program Update
  - Waiting on State Funds
  - To submit Real Work Grant
- D. Discussion Plan (student disciplinary issues during the transition)
  - VPSS & VPAA are to develop a plan
- E. SouthArk Catalog
  - To be sent to departments next week for review

## VPSS

- A. Future Updates – Deans (V. Tatum, T. Johnson, C. Tavorn) are to update Dr. Wallace
- B. COVID Contact – No students or employees in isolation or quarantine
- C. Athletics
  - Athletics Director – Justin Geurin -To be updated on the following:
    - Letters of Intent (LOI)
    - Budget
  - Baseball and Basketball Coaches are recruiting

## VPFA

- A. HR Updates – A complete listing of open/available positions is on the web
- B. Facilities Updates
  - McWilliams House (Student Center) – Outside upgrades are moving along
- C. RFP-Outside 3<sup>rd</sup> Party Auditors – Agreed Upon Procedures Audit – Being reviewed by the Cabinet
- D. 3<sup>rd</sup> Party Management of Bistro – Great Western is being reviewed by the Cabinet
- E. Bookstore Partnership – eCampus.com
  - An online Bookstore
  - Several models for processing
  - A proposal is being developed
- F. Monday.com – Documentation Management Tool
  - An outside source
  - Proposed for purchase
- G. Revamp of Business Office – Specialists and Analysts
  - A clear Promotion Process was presented (raise and title change model)  
(A proposed organizational structure in comparison to the existing one is to be presented)
- H. M & R Process – To be reviewed for updates

## AVPF

## AVPA

### **III. Grant Updates/Progress Reports**

- A. Grant Development
- B. **Verizon** – Dr. Tully-Dartez
- C. **Verizon Foundation (Stars Market Food Pantry)** – Dr. Moore – Summer access available
- D. **Early College/Career Coach grant** – Dr. Moore
- E. **Mentor-Links Grant** – Dr. Tully-Dartez
- F. **Career Pathways** – Dr. Moore – Assisting with books for summer school; issuing EdPays incentive to students who successfully completed the spring term
- G. **Upward Bound** – Dr. Moore – Summer program started; cultural trip to San Antonio (July 5-8)
- H. **NSF Grant** – Dr. Tully-Dartez -
- I. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Summer bridge program started
- J. **Perkins** – Dr. Moore – Continuing to update Perkins V comprehensive needs assessment

### **IV. Announcements:**